Community Relations and Public Information

223.1 PURPOSE AND SCOPE

This policy provides guidelines to custody personnel when dealing with the public or interested groups when requests are received to share information about the operations and policies of the facility.

223.2 RESPONSIBILITIES

The Chief Deputy of Corrections is responsible for ensuring that the following information is public and available to all who inquire about it:

(a) Visitation schedule; this should include days and times visiting is allowed and how many visits inmates may receive, as well as reasons why visiting may be restricted

(b) Telephone and correspondence rules and availability to inmates

(c) A brief description of the education programs

(d) Facility rules and limits of discipline

(e) Access to personal care items for the indigent inmate

(f) Access to medical, mental health and dental care

(g) The process by which inmates are oriented to the facility

This information is to be made available at the facility's front desk and assembled into a binder or clearly posted for public viewing. Additionally, a copy should be made available in this facility's library or provided by other means for use by inmates. At the discretion of the Sheriff, the information may also be made available electronically. No information will be released on persons whose booking process is not completed.

223.3 PROHIBITED MATERIALS

Policies, procedures and other information and materials related to the safety and security of inmates, custody personnel, the facility or the maintenance of order should not be provided as a part of the public information material unless directed by the Chief Deputy of Corrections.

223.4 TOURS OF THE CUSTODY FACILITY

Tours of this facility may be arranged through the Chief Deputy of Corrections or designee. Authorized tours are subject to facility rules and restrictions:

(a) Persons who tour this facility must be of appropriate age as determined by the Sheriff.

(b) A short application form must be completed and a background check for warrants will be conducted before an applicant is approved to participate in a tour.

A record of all facility tours should be maintained in accordance with applicable retention requirements (WAC 44-14-03005).

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223.5 CONTACTING THE CUSTODY FACILITY

This office provides 24-hour telephone service to the public for information. This informational number is public and the line is staffed by trained personnel during regular business hours.

223.6 POLICY

It is the policy of the Thurston County Sheriff's Office to protect the privacy rights of individuals while releasing non-confidential information to interested groups when requests are received. Information that has the potential to affect the safety and security of the Correctional Facility or an investigation will not be released.

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